

KENNEWICK SCHOOL DISTRICT
CLASSIFIED APPLICATION FORM – OFF-SCHEDULE POSITIONS

Please complete all pages of this application, sign, and return to:
Kennewick School District Personnel Office, 524 S. Auburn St., Kennewick, WA 99336
 Telephone: (509) 222-5013 FAX: (509) 222-5051 Job Line: (509) 222-5011 www.ksd.org

NOTE: A LETTER OF INTEREST MUST BE SUBMITTED WITH THIS APPLICATION, DETAILING INFORMATION THAT QUALIFIES THE CANDIDATE FOR THE SPECIFIC OPEN POSITION. THE APPLICATION MATERIALS MUST BE SUBMITTED BEFORE 4:15 PM ON THE CLOSING DATE. PLEASE ENCLOSE TWO CURRENT RECOMMENDATION LETTERS WITH YOUR APPLICATION.

Date: _____ **Social Security #:** _____

NAME: _____
Last First Middle

Address: _____
Number & Street City State Zip

Phone: Home: (____) _____ Business/message phone: (____) _____

E-mail address: (optional) _____

Please list other name(s) (first/last) under which records may be listed (maiden name /previous married name, etc.): _____

Position(s) applying for: _____

Have you previously been employed by the Kennewick School District? Yes No
 If yes, when? _____ Position held: _____

Have you ever been charged with a crime against children? Yes No
 If yes, explain: _____

In case of emergency, notify: _____ Phone: _____
 Relationship: _____

EDUCATION: Please list high school, college, technical school education below.

Education	Name/City/State	# Years Attended	Degree/Diploma	Subject
High School				
College/University				
Additional College/University				
Technical/Other				

REFERENCES: List three persons (other than relatives) who have served as your supervisor or colleague in a work or school/community volunteer position in the past three years.

	Name	Address	Phone #	Occupation
1.				
2.				
3.				

“ Education ... the Bridge to the Future ”

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EMPLOYMENT RECORD: List all employment starting with the present or most recent. List school district PAID work experience separately in first section below. Include all compensated self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. A resume may be attached to the application, but this section is required to be completed as well. If you have not had continuous employment, please note this time in the second section, including the reason(s) why, i.e. home with family, etc. All information must be completed, including “Reason for Discontinuing Employment” section.

SCHOOL DISTRICT WORK EXPERIENCE: Please list all school district PAID work experience., full-time or part-time, or temporary. Begin with most recent school district paid experience. (Do NOT list volunteer experience in this section. List volunteer experience on page 3.)

School District Name/ Address/ City/ State	Position Held/ Duties	Supervisor Name/Phone #	Dates of Employment Mo/Yr to Mo/Yr	Full-time or Part-time	Reason for Discontinuing Employment

NON- SCHOOL DISTRICT WORK EXPERIENCE: Please list all other PAID work experience. Note if work was full-time, part-time, or temporary. Also list any history of non-continuous employment (such as attending school/training, home with family, etc.) in this section. Begin with the most recent paid experience. You may attach an additional sheet as necessary.

Employer Name/ Address/ City/ State	Position Held/ Duties	Supervisor Name/Phone #	Dates of Employment Mo/Yr to Mo/Yr	Full time or Part time	Reason for Discontinuing Employment

If you do not want us to contact your current employer, please check here:



JOB SKILLS AND TRAINING SECTION – PLEASE COMPLETE APPLICABLE SECTIONS BELOW.

Language Competency Skills:

Written and Oral Language Competency	Yes	No	Hearing/Vision Language Competency	Yes	No
English			American Sign Language		
Spanish			Braille		
Laotian			Other		
Russian					
Other Language					

Job Skills: Please indicate the number of years of training and paid experience you have in each of the skill areas below:

<i>Technology/Computer/Clerical Skills</i> – List additional information as needed, as specific areas/programs of proficiency.	Yrs. Training	Yrs. Experience
Bookkeeping / Payroll		
Data Processing		
Word Processing		
Network Systems Analyst		
<i>Other Job-related Skills</i> – List additional information as needed		

Professional Activities and Interests: (Include awards, publications, organizations):

Date(s)	Nature of Experience

Relevant Volunteer Experience: (Include non-paid experience relevant to position):

Date(s)	Nature of Experience

Personal Activities and Interests: (Include hobbies, sports, talents, etc.):

Date(s)	Nature of Experience

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FOR ALL APPLICANTS – This section must be completed and the application must be signed and dated before returning it to the Kennewick School District Personnel Office, in order to be considered for any school district positions.

Are you able to perform the essential functions of the job(s) for which you are applying with or without accommodations? Yes No

In your own handwriting, please provide any information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy and other background factors are of special interest. (Please note: this section is required to be completed to be considered for employment.)

People of disability may request reasonable accommodation in the hiring process by contacting the Classified Personnel Manager, Personnel Services, 524 S. Auburn St., Kennewick, WA 99336 or by calling (509) 222-5013.

The Kennewick School District is a drug free, tobacco free, educational system. Drug screening and a fingerprint check may be a prerequisite to employment. The District employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.

I wish to be considered for employment with the Kennewick School District and understand that my chances of obtaining such employment are reduced if they have incomplete information about me. I therefore authorize Kennewick School District to check any references and to investigate any information provided in my application for employment as well as any other information related to my previous employers or other individuals who may have information about my work history, education, qualifications, or other matters relevant to my employability. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, without limitation, and in consideration of the district's review of this application, I hereby release the school district and the reference source from any liability in connection with its release or use. This release includes previous employers, the sources listed above and specific examples as follows: the local Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no data on criminal convictions is maintained, information from OSPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer, for release of information pertaining to any findings of child abuse or neglect investigations involving me. I agree to hold harmless from any liability, suit, claim, or other action any party of organization supplying such information to the Kennewick School District. I also agree to hold harmless the Kennewick School District and its employees, representatives, agents, and assigns from liability, suit, claim, or other action related to seeking such information. I am aware that copies of this form may be sent to former employers or other individuals who may have information about my employment history.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on the application or any supplemental to it, or other adverse employment-related information revealed through background checks, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Applicant Signature

Date

Name: _____

Please Print

Last

First

Middle Initial